



*Mark Shepherd, Chairman
Gary Petersen, Vice-Chair
Jerry Chatterton, Member
Erik Craythorne, Member
Keri Benson, Member
Nike Peterson, Member
John Petroff, Member*

**NORTH DAVIS FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD NOTICE & AGENDA**

**October 20, 2016 at 6:00 pm
North Davis Fire District, Station 41
381 North 3150 West
West Point City, UT 84015**

1. Call to Order
2. Citizen Comment
3. Consideration of Approval of Minutes from the NDFD Administrative Control Board Meeting held on September 15, 2016
4. Consideration of Approval of NDFD Bills for September 2016
5. Consideration of Approval of NDFD Financial Reports for September 2016
6. Consideration of Approval of Resolution 2016R-9, A Resolution Amending Section 510 of the NDFD Policies and Procedures Manual; Employee Service Awards
7. Consideration of Approval of Resolution 2016R-10, A Resolution Adopting the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000
8. Fire Chiefs Report
9. Motion to Adjourn

Dated the 13th day of October, 2016.

Misty Rogers

On Thursday, October 13, 2016 a copy of the foregoing notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices, on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>. - Dated this 13th day of October, 2016 – Misty Rogers, District Clerk

Board Members may participate in the meeting via telephonic communication. If a Board Member does participate via telephonic communication, the Board Member will be on speakerphone. The speakerphone will be amplified so that the other Board Members and all other persons' present will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Misty Rogers, District Clerk, at (801) 525-2850 ext. 102 at least 24 hours prior to the meeting. If you would like to submit written comments on any agenda item they should be received by the District Clerk no later than the Wednesday prior to the meeting at noon. Comments can be emailed to_mrogers@nofires.org.



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: North Davis Fire District Administrative Control Board Meeting Minutes

Information: Minutes from the North Davis Fire District Administrative Control Board Meeting held on September 15, 2016.

Recommendation: Approve the minutes as presented or amended. Please contact the District Clerk with any corrections.



**North Davis Fire District
Administrative Control Board Meeting
381 North 3150 West
West Point City, UT 84015**

**September 15, 2016
6:00 PM**

Minutes from the North Davis Fire District Administrative Control Board Meeting held on September 15, 2016 at 6:00 pm at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Gary Petersen (Vice-Chairman), Nike Peterson, John Petroff and Jerry Chatterton

Board Members Excused: Chairman Mark Shepherd, Keri Benson and Erik Craythorne

Members of Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor and District Clerk Misty Rogers

1. Call to Order: Vice-Chair Petersen welcomed those in attendance.

2. Citizen Comment: None

3. Consideration of Approval of the Minutes from the July 21, 2016 North Davis Fire District Administrative Control Board

Mr. Petroff motioned to approve the minutes from the North Davis Fire District Administrative Control Board Meeting held on July 21, 2016. Mr. Chatterton seconded the motion. The motion passed unanimously.

4. Consideration of Approval of North Davis Fire District Bills for July 2016 and August 2016

Ms. Peterson asked why the detail report for the NDFD lists a payment of \$700 to Mr. Shay Holley. Chief Taylor stated Dr. Shay Holley is the NDFD Medical Advisor and he is paid \$700 per month. Chief Becraft stated that the fee being paid to the Medical Advisor is minimal for the service being provided. Mr. Chatterton motioned to approve the July 2016 and August 2016 Bills for the North Davis Fire District. Ms. Peterson seconded the motion. The motion passed unanimously.

5. Consideration of Approval of North Davis Fire District Financial Report for July/August 2016

Ms. Peterson motioned to approve the North Davis Fire District Financial Report for July/August 2016. Mr. Petroff seconded. The motion passed unanimously.

6. Consideration of Approval of Resolution 2016R-8, a Resolution Authorizing and Approving Renewal of an Interlocal Cooperation Agreement with the Military Installation Development Authority

Chief Becraft informed the board that the MIDA Interlocal Agreement must be renewed. He stated Felshaw King; the NDFD Attorney has reviewed and recommends the approval of Resolution 2016R-

8, an Interlocal Cooperation Agreement with the Military Installation Development Authority. Chief Becraft stated Starbucks is currently the only business within the MIDA boundaries. However, there is rumor a hotel may be built within the boundaries. Ms. Benson stated there have been discussions with regards to making 650 North a 24-hour gate to help facilitate businesses in the area. Vice-Chairman Petersen motioned to approve Resolution 2016R-8, a Resolution Authorizing and Approving Renewal of an Interlocal Cooperation Agreement with the Military Installation Development Authority. Mr. Chatterton seconded. The motion passed unanimously.

Roll Call Vote:

Mr. John Petroff – aye
Mr. Jerry Chatterton – aye
Ms. Nike Peterson – aye
Vice-Chairman Petersen - aye

7. Fire Chief's Report

Chief Becraft stated the board had recently been notified of the concerns with regards to property tax and personal property tax revenue. He then stated the district is promised the same revenue as the previous year in addition to new growth. However, because property tax and personal property tax revenue is volatile budgeting can be extremely difficult. Chief Becraft stated when creating a budget for the NDFD, the budget committee creates a conservative budget by examining previous revenues, expenditures and budgets. Chief Becraft stated in FY2015 the NDFD received \$2.6 million in property tax and personal property tax revenue combined. He then stated it is likely the NDFD will only receive \$2.2 million in property tax and personal property tax revenue creating a shortfall in FY2016 and possibly in FY2017. Chief Becraft stated that he and Ms. Rogers have spent significant amount of time speaking with the Jonathan Lee, Heidi VorDecker and Hollie at Davis County trying to find the reason for the shortfall. Chief Becraft stated the audit for FY2016 doesn't look great; however the shortfall isn't a result of overspending. It is a result of the volatility of property tax revenue. Vice-Chairman Petersen agreed with Chief Becraft. He stated the discrepancy in property tax revenue hadn't been discovered until the ending of the FY2016 and into the beginning of the FY2017. Vice-Chairman Petersen stated the actual shortfall amount will not be known until the end of the FY2016 audit. He then clarified that the shortage is not a result of irresponsible spending or the lack of proper budgeting. The shortage is a result of the County's collection and disbursements.

Mr. Petroff stated he had recently been contacted by Davis County to discuss the property tax revenue concern of the NDFD. The County has asked that the NDFD allow them more time to investigate and research property tax revenue, collections and disbursements. Mr. Petroff stated property taxes are volatile and it can be difficult to project new growth.

Chief Becraft stated each month; the NDFD receives a statement showing the property tax revenues being disbursed to the district. However, the statement only gives a dollar amount for specific years and doesn't not state whose taxes are included in the disbursements. Chief Becraft stated it would be helpful if the statement provided by the County showed the business name(s) included in the disbursement

Vice-Chairman Petersen stated the revenue received in FY2015 had never been questioned by the County. Therefore, the committee determined the revenue must be accurate and the collected revenues were used to determine both the FY2016 and FY2017 budget.

Chief Becraft stated he questions if the NDFD certified rate has been calculated incorrectly. He then stated the NDFD budget committee (Chief Becraft, Chief Taylor, District Clerk Rogers, Mark Shepherd, Gary Petersen and Alan McEwan) has done its due diligence. He then stated because of the unknown with the property tax revenue and the audit, administration has implemented a spending freeze that will stay in effect until additional data is obtained. He then assured the board that cash flow and reserve funds are healthy and the NDFD will operate as normal. The proactive steps being taken by administration are to keep the district in good standing. Vice-Chairman Petersen agreed, he stated the yearend audit may be in the "red" as a result of missing revenue.

Chief Taylor stated over the last 257 days, the NDFD has responded to 1,716 calls, this equates to approximately 6.68 calls per day. The NDFD has provided 1,204 transports and 1,653 patient contacts (a transport rate of 70%) and Rescue Engine 41 has provided 51 patient transports this year alone. The NDFD has been involved with 479 non-EMS calls, 33 auto aid calls, 90 fires and 26 of those were structure fires. A few of the fires have required the call back of staff and the NDFD has been required to pay overtime. The dollar value in fire related losses is over \$6 million (Albion's loss is approximately \$5 million). Chief Taylor stated 57.6% of the calls the NDFD receives overlap. Chief Becraft informed the Board that last shift ran 24 calls in a 48 hours period. Chief Taylor then provided the Board with call statistics and presented a power point presentation showing many of the fires within the district in 2016.

Chief Taylor stated as a precaution and for potential health concerns, Albion is being asked to release a list of chemicals which were in their lab to fire departments who responded to their fire. He then stated five aerals and nearly 2 million gallons of water were used to fight the Albion fire.

Chief Becraft and the Board agreed, the safety of the employees is a must and adequate gear and safety will not be compromised.

8. Motion to Adjourn

Mr. Petroff motioned to adjourn. Mr. Chatterton seconded the motion. The motioned passed unanimously.

Passed and adopted the 20th day of October, 2016.

MARK SHEPHERD, CHAIRMAN

MISTY ROGERS, DISTRICT CLERK



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: Approval of North Davis Fire District Bills for September 2016

Information: A report of all expenditures for the month of September 2016 is included in this packet.

Recommendation: Approve the expenditure of bills for September 2016 as presented or amended.

2:58 PM

10/13/16

Accrual Basis

North Davis Fire District

Custom Transaction Detail Report

September 2016

Account	Name	Date	Type	Trans #	Amount
Sep 16					
Medical Advisor	Shay Holley	09/01/2016	Bill	31476	-700.00
Ambulance		09/01/2016	Deposit	31477	3,421.98
Clothing Allowance	Ryan Rhoades,	09/01/2016	Bill	31479	-49.99
Clothing Allowance	Ryan Rhoades,	09/01/2016	Bill	31479	-35.67
Vehicle Maintenance	Tire World	09/01/2016	Bill	31480	-2,155.32
EA Assistance Prog...	Blomquist Hale Con...	09/01/2016	Bill	31481	-215.00
Misc. Equipment	Legend Data Syste...	09/01/2016	Bill	31482	-13.45
Vehicle Maintenance	Rocky Mountain A...	09/01/2016	Bill	31490	-422.67
Medical Supplies	Henry Schein	09/01/2016	Bill	31496	-41.80
Vehicle Maintenance	Napa Auto	09/01/2016	Bill	31497	-19.58
Clothing Allowance	MES - Northwest	09/01/2016	Bill	31498	-87.22
Attorney	King & King	09/01/2016	Bill	31520	-2,550.00
Utilities (Gas,Power...	Clearfield City Corp	09/01/2016	Bill	31603	-243.49
Equipment Mainten...	Lowe's	09/01/2016	Bill	31604	-66.46
Equipment Mainten...	Lowe's	09/01/2016	Bill	31604	-75.96
Equipment Mainten...	Lowe's	09/01/2016	Bill	31604	-18.92
Equipment Mainten...	Lowe's	09/01/2016	Bill	31605	-7.48
Utilities (Gas,Power...	CenturyLink	09/01/2016	Bill	31624	-265.22
IRIS Medical	Iris Medical Inc	09/01/2016	Bill	31762	-5,677.90
Paramedics	DCSO	09/01/2016	Bill	31763	-2,968.59
Ambulance		09/02/2016	Deposit	31484	8,023.84
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-5.00
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-86.01
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	374.17
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-192.94
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-344.73
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-223.97
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-93.04
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-73.67
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-27.12
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-30.33
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-123.08
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-37.59
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-572.13
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-211.21
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-644.75
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-265.81
Vehicle Maintenance	Fuelman	09/02/2016	Bill	31612	-26.73
Equipment Mainten...	Lowe's	09/03/2016	Bill	31865	-34.71
Clothing Allowance	Logo Lady	09/04/2016	Bill	31504	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31504	-8.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31505	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31506	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31507	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31508	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31509	-17.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31510	-34.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31510	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31511	-19.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31512	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31513	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31514	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31515	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31516	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31516	-24.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31517	-41.00
Clothing Allowance	Lindsay Workman	09/04/2016	Bill	31518	-38.15
Clothing Allowance	Logo Lady	09/04/2016	Bill	31794	-39.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31795	-100.00
Office supply & exp...	Office Depot	09/04/2016	Bill	31796	-19.19
Equipment Mainten...	Lowe's	09/04/2016	Credit	31866	18.98
Clothing Allowance	Logo Lady	09/04/2016	Bill	31882	-38.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31882	-8.00
Clothing Allowance	Logo Lady	09/04/2016	Bill	31882	-44.00
Office supply & exp...	Office Depot	09/04/2016	Bill	31885	-135.89
Equipment Mainten...	Lowe's	09/05/2016	Bill	31867	-33.96
Ambulance		09/06/2016	Deposit	31485	569.18

2:58 PM

10/13/16

Accrual Basis

North Davis Fire District

Custom Transaction Detail Report

September 2016

Account	Name	Date	Type	Trans #	Amount
Inspection Fees	Turn Community Se...	09/06/2016	Sales Rec...	31488	75.00
Liability Insurance (...)	Moreton	09/06/2016	Bill	31519	-4,549.00
Ambulance		09/06/2016	Deposit	31522	9,918.39
Travel and Training	Mark Becraft	09/06/2016	Bill	31527	-191.00
Special Department...	Visa Zions	09/07/2016	Check	31474	-38.07
Travel and Training	Visa Zions	09/07/2016	Check	31474	-75.00
Ambulance		09/07/2016	Deposit	31523	1,090.47
Subscriptions, Mem...	NFPA	09/07/2016	Bill	31524	-175.00
FICA	IRS Deposit	09/07/2016	Check	31577	-496.66
Board of Directors ...	Jerry Chatterton	09/07/2016	Check	31579	-877.80
Board of Directors ...	Eric Craythorne	09/07/2016	Check	31580	-877.80
Board of Directors ...	Gary Petersen	09/07/2016	Check	31581	-877.80
Board of Directors ...	Nike Peterson	09/07/2016	Check	31582	-877.80
Board of Directors ...	John Petroff	09/07/2016	Check	31583	-877.80
Board of Directors ...	Mark Shepherd	09/07/2016	Check	31584	-1,226.40
Clothing Allowance	LN Curtis and Sons	09/07/2016	Bill	31597	-53.53
Clothing Allowance	LN Curtis and Sons	09/07/2016	Bill	31598	-52.02
Clothing Allowance	Symbol Arts	09/07/2016	Bill	31614	-33.90
Misc. Equipment	Symbol Arts	09/07/2016	Bill	31615	-150.00
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-9.90
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-63.80
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-143.52
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-39.00
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-65.50
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-126.00
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-94.50
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-11.75
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-8.49
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-93.50
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-61.80
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-122.50
Medical Supplies	Henry Schein	09/07/2016	Bill	31616	-61.25
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-61.25
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-122.50
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-17.80
Medical Supplies	Henry Schein	09/07/2016	Bill	31616	-77.80
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-18.90
Medical Supplies E...	Henry Schein	09/07/2016	Bill	31616	-58.50
Medical Supplies	Henry Schein	09/07/2016	Bill	31616	-2.90
Medical Supplies E...	Life-Assist Inc	09/07/2016	Bill	31632	-272.50
Medical Supplies	Life-Assist Inc	09/07/2016	Bill	31632	-53.60
Vehicle Maintenance	Napa Auto	09/07/2016	Bill	31889	-42.54
FICA	IRS Deposit	09/08/2016	Check	31575	-2,546.88
Auto Overtime	Payroll	09/08/2016	Check	31576	-2,576.53
Full Time Employee...	Payroll	09/08/2016	Check	31576	-28,403.83
Vacation Leave	Payroll	09/08/2016	Check	31576	-1,957.44
Retro Pay	Payroll	09/08/2016	Check	31576	-354.92
Board of Directors ...	Carrie Benson	09/08/2016	Check	31578	-877.80
Vehicle Maintenance	Rocky Mountain A...	09/08/2016	Bill	31590	-126.00
Clothing Allowance	A-1 Uniforms	09/08/2016	Bill	31609	-74.76
Dispatch Services	Clearfield City Corp	09/08/2016	Bill	31625	-7,084.00
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-184.70
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-528.60
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-221.64
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-18.27
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-36.94
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-29.37
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-73.88
Vehicle Maintenance	Clearfield City Corp	09/08/2016	Bill	31625	-122.94
Subscriptions, Mem...	OMG National	09/08/2016	Bill	31626	-529.30
Equipment Mainten...	Lowes	09/08/2016	Bill	31868	-166.83
Interest Income-Ge...		09/08/2016	Deposit	31878	68.56
Vehicle Maintenance	Napa Auto	09/08/2016	Bill	31890	-4.49
FICA	IRS Deposit	09/09/2016	Check	31567	-3,839.88
Retirement	Utah Retirement Sy...	09/09/2016	Check	31571	-11,685.90
Retirement	Vantagepoint Trans...	09/09/2016	Check	31572	-762.21
Differential Pay	Payroll	09/09/2016	Check	31574	-192.31
Salary	Payroll	09/09/2016	Check	31574	-4,003.20

2:58 PM

10/13/16

Accrual Basis

North Davis Fire District

Custom Transaction Detail Report

September 2016

Account	Name	Date	Type	Trans #	Amount
Hourly Acting Captain	Payroll	09/09/2016	Check	31574	-1,891.80
Auto Overtime	Payroll	09/09/2016	Check	31574	-2,246.34
Auto Overtime	Payroll	09/09/2016	Check	31574	-267.10
Full Time Employee...	Payroll	09/09/2016	Check	31574	-31,204.41
Part-Time Employee...	Payroll	09/09/2016	Check	31574	-9,758.42
Full Time Employee...	Payroll	09/09/2016	Check	31574	-319.85
Vacation Leave	Payroll	09/09/2016	Check	31574	-4,676.93
Verizon	Payroll	09/09/2016	Check	31574	5.00
Ambulance		09/09/2016	Deposit	31585	186.83
Ambulance		09/09/2016	Deposit	31587	1,932.25
Miscellaneous Servi...	Larsen Beverage C...	09/09/2016	Sales Rec...	31627	25.27
Subscriptions, Mem...	NFPA	09/09/2016	Bill	31761	-107.15
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	8.85
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	0.02
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	0.24
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	10.40
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	10.00
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	24.14
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	1.24
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	1.41
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	2.07
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	11.01
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	2.04
Fee in Lieu	Davis County Treas...	09/10/2016	Sales Rec...	31562	25,094.62
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	1.05
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	-1,006.79
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	-1,713.55
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	2.57
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	82,454.17
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	358.00
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	141.35
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	218.37
Property Taxes	Davis County Treas...	09/10/2016	Sales Rec...	31562	1,035.87
Ambulance		09/10/2016	Deposit	31588	765.38
Clothing Allowance	A-1 Uniforms	09/12/2016	Bill	31312	-56.76
Clothing Allowance	Scott Call	09/12/2016	Bill	31589	-125.99
Impact Fees	West Point City	09/12/2016	Sales Rec...	31591	138.68
Impact Fees	West Point City	09/12/2016	Sales Rec...	31591	138.68
Impact Fees	West Point City	09/12/2016	Sales Rec...	31591	138.68
Impact Fees	West Point City	09/12/2016	Sales Rec...	31591	138.68
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-111.00
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-111.00
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-56.70
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-89.20
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-65.00
Payroll Administration	Wiggins & Co	09/12/2016	Bill	31592	-65.00
Medical Supplies E...	Airgas Intermountai...	09/12/2016	Bill	31593	-46.10
Office supply & exp...	Pitney Bowes	09/12/2016	Bill	31595	-136.74
Accountant Fees	McEwan and Comp...	09/12/2016	Bill	31599	-1,312.50
Vehicle Maintenance	Apparatus Equipme...	09/12/2016	Bill	31600	-135.00
Ambulance		09/12/2016	Deposit	31610	5,719.13
Subscriptions, Mem...	International Code ...	09/12/2016	Bill	31636	-129.00
Workmans Comp	Utah Local Govern...	09/12/2016	Bill	31638	-5,458.36
Dental Insurance	Utah Local Govern...	09/12/2016	Bill	31638	-7.84
Life Insurance	Utah Local Govern...	09/12/2016	Bill	31638	-188.80
Equipment Mainten...	Pioneer Overhead	09/12/2016	Bill	31639	-1,199.00
Medical Supplies E...	Airgas Intermountai...	09/12/2016	Bill	31646	-51.81
Ambulance		09/13/2016	Deposit	31611	1,602.66
Ambulance		09/13/2016	Deposit	31620	5,976.26
Verizon	Chris Tremea 2	09/13/2016	Sales Rec...	31621	100.00
Inspection Fees	Maria Perez	09/13/2016	Sales Rec...	31622	30.00
Utilities (Gas,Power...	Rocky Mountain Po...	09/13/2016	Bill	31633	-1,533.67
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-15.95
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-15.95
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-27.90
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-16.95
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-31.90
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-23.90

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10/13/16

Accrual Basis

North Davis Fire District

Custom Transaction Detail Report

September 2016

Account	Name	Date	Type	Trans #	Amount
Clothing Allowance	Symbol Arts	09/13/2016	Bill	31654	-12.95
Ambulance		09/14/2016	Deposit	31623	1,512.36
Clothing Allowance	MES - Northwest	09/14/2016	Bill	31643	-87.33
Utilities (Gas,Power...	Questar Gas Comp...	09/14/2016	Bill	31644	-78.55
Utilities (Gas,Power...	Questar Gas Comp...	09/14/2016	Bill	31645	-40.99
Equipment Mainten...	Airpro	09/14/2016	Bill	31650	-988.50
Equipment Mainten...	Electrical Wholesal...	09/15/2016	Bill	31634	-84.06
Utilities (Gas,Power...	Comcast Business	09/15/2016	Bill	31642	-483.18
Turnout Gear Sets	Apparatus Equipme...	09/15/2016	Bill	31871	-158.10
Ambulance		09/16/2016	Deposit	31628	2,123.12
Inspection Fees	Bravo	09/16/2016	Sales Rec...	31629	75.00
Office supply & exp...	Office Depot	09/16/2016	Bill	31630	-8.35
Office supply & exp...	Office Depot	09/16/2016	Bill	31630	-4.22
Office supply & exp...	Office Depot	09/16/2016	Bill	31630	-11.87
Office supply & exp...	Office Depot	09/16/2016	Bill	31630	-11.66
Office supply & exp...	Office Depot	09/16/2016	Bill	31630	-5.76
Vehicle Maintenance	Ross Equipment Co...	09/16/2016	Bill	31631	-238.88
Ambulance		09/16/2016	Deposit	31637	2,779.55
Special Department...	Four Sisters Floral	09/19/2016	Bill	31647	-75.00
Equipment Mainten...	EMSAR Intermount...	09/19/2016	Bill	31648	-550.00
Ambulance		09/19/2016	Deposit	31651	6,574.56
Medical Supplies	Airgas Intermountai...	09/19/2016	Bill	31756	-13.13
Utilities (Gas,Power...	Comcast	09/19/2016	Bill	31760	-302.56
Equipment Mainten...	Lowes	09/19/2016	Bill	31869	-21.64
Vehicle Maintenance	Apparatus Equipme...	09/19/2016	Bill	31872	-1,947.19
Ambulance		09/20/2016	Deposit	31652	1,086.86
Equipment Mainten...	Melodi's Pest Control	09/20/2016	Bill	31653	-80.00
Insurance (Health)	PEHP Group Insura...	09/20/2016	Bill	31655	-17,751.66
Dental Insurance	PEHP Group Insura...	09/20/2016	Bill	31655	-1,385.31
Vehicle Maintenance	Napa Auto	09/20/2016	Bill	31888	-25.74
Clothing Allowance	Race Black	09/21/2016	Bill	31656	-150.00
Ambulance		09/21/2016	Deposit	31730	500.85
Bank Charges		09/21/2016	Check	31821	-342.45
Blueline Drug Testin	DAVIS HOSPITAL ...	09/22/2016	Bill	31728	-164.60
Ambulance		09/22/2016	Deposit	31744	1,636.93
Travel and Training	Kevin Lloyd - 2	09/22/2016	Sales Rec...	31745	454.70
Clothing Allowance	Legend Data Syste...	09/22/2016	Bill	31757	-22.90
FICA	IRS Deposit	09/23/2016	Check	31732	-3,902.32
Travel and Training	John C Taylor 2	09/23/2016	Sales Rec...	31733	528.20
Administrative Fees	PEHP Flex	09/23/2016	Check	31737	-20.00
Retirement	Utah Retirement Sy...	09/23/2016	Check	31738	-6,567.22
Retirement	Vantagepoint Trans...	09/23/2016	Check	31739	-762.21
Differential Pay	Payroll	09/23/2016	Check	31741	-192.31
Salary	Payroll	09/23/2016	Check	31741	-4,003.20
Auto Overtime	Payroll	09/23/2016	Check	31741	-3,883.55
Full Time Employee...	Payroll	09/23/2016	Check	31741	-35,966.44
Part-Time Employe...	Payroll	09/23/2016	Check	31741	-9,690.89
Sick Leave	Payroll	09/23/2016	Check	31741	-415.07
Extended Overtime	Payroll	09/23/2016	Check	31741	-163.90
Vacation Leave	Payroll	09/23/2016	Check	31741	-1,112.39
Retro Pay	Payroll	09/23/2016	Check	31741	-44.79
Insurance (Health)	Payroll	09/23/2016	Check	31741	3,449.92
Verizon	Payroll	09/23/2016	Check	31741	5.00
Ambulance		09/23/2016	Deposit	31746	1.00
Ambulance		09/23/2016	Deposit	31747	55.00
Ambulance		09/23/2016	Deposit	31748	2,497.10
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00

2:58 PM

10/13/16

Accrual Basis

North Davis Fire District

Custom Transaction Detail Report

September 2016

Account	Name	Date	Type	Trans #	Amount
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	38,591.16
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	136.68
Impact Fees	Clearfield City	09/23/2016	Sales Rec...	31749	-20.00
Office supply & exp...	Crown Trophy	09/24/2016	Bill	31759	-22.50
Ambulance		09/26/2016	Deposit	31751	7,137.94
Medical Supplies	Airgas Intermountai...	09/26/2016	Bill	31806	-28.26
Ambulance		09/27/2016	Deposit	31752	222.83
Ambulance		09/27/2016	Deposit	31764	400.00
Clothing Allowance	MES - Northwest	09/28/2016	Bill	31500	-811.20
Ambulance		09/28/2016	Deposit	31765	3,161.54
Subscriptions, Mem...	Allen Hadley	09/28/2016	Bill	31766	-69.49
Travel and Training	Utah Fire and Resc...	09/28/2016	Bill	31767	-40.00
Utilities (Gas,Power...	Comcast	09/28/2016	Bill	31768	-573.24
Ambulance		09/28/2016	Deposit	31782	1,029.42
Utilities (Gas,Power...	Waste Management	09/28/2016	Bill	31811	-76.82
Medical Supplies	Henry Schein	09/28/2016	Bill	31812	-41.80
G-XTREME JACKET	LN Curtis and Sons	09/28/2016	Bill	31849	-324.97
Verizon	Verizon Wireless	09/28/2016	Bill	31851	-1,359.32
Travel and Training	Visa Zions	09/29/2016	Check	31783	-240.49
Travel and Training	Visa Zions	09/29/2016	Check	31783	-54.00
Travel and Training	Visa Zions	09/29/2016	Check	31783	-1,044.90
Travel and Training	Visa Zions	09/29/2016	Check	31783	-25.00
Travel and Training	Visa Zions	09/29/2016	Check	31783	-25.00
Vehicle Maintenance	Visa Zions	09/29/2016	Check	31783	-14.00
Misc. Equipment	Visa Zions	09/29/2016	Check	31783	-46.90
Office supply & exp...	Visa Zions	09/29/2016	Check	31783	-165.00
Vehicle Maintenance	Visa Zions	09/29/2016	Check	31783	-14.00
Vehicle Maintenance	Visa Zions	09/29/2016	Check	31783	-9.00
Vehicle Maintenance	Visa Zions	09/29/2016	Check	31783	-14.00
Equipment Mainten...	Visa Zions	09/29/2016	Check	31784	-304.59
Travel and Training	Visa Zions	09/29/2016	Check	31785	-29.00
Travel and Training	Visa Zions	09/29/2016	Check	31785	-64.96
Travel and Training	Visa Zions	09/29/2016	Check	31785	-80.74
Equipment	Visa Zions	09/29/2016	Check	31785	-34.95
Travel and Training	Visa Zions	09/29/2016	Check	31785	-479.19
Travel and Training	Visa Zions	09/29/2016	Check	31785	-60.00
Travel and Training	Visa Zions	09/29/2016	Check	31785	-1,004.80
Vehicle Maintenance	Visa Zions	09/29/2016	Check	31785	-14.00
Special Department...	Visa Zions	09/29/2016	Check	31785	-16.19
Special Department...	Visa Zions	09/29/2016	Check	31785	-66.90
Misc Services	Visa Zions	09/29/2016	Check	31785	-560.10
Travel and Training	Visa Zions	09/29/2016	Check	31785	-398.70
Subscriptions, Mem...	Visa Zions	09/29/2016	Check	31786	-529.31
Office supply & exp...	Visa Zions	09/29/2016	Check	31787	-5.97
Clothing Allowance	Visa Zions	09/29/2016	Check	31787	-27.99
Special Department...	Visa Zions	09/29/2016	Check	31787	-26.50
Medical Supplies	Visa Zions	09/29/2016	Check	31787	-95.94
Office supply & exp...	Visa Zions	09/29/2016	Check	31787	-48.99
Office supply & exp...	Visa Zions	09/29/2016	Check	31787	-31.95
Equipment Mainten...	Visa Zions	09/29/2016	Check	31787	-56.98
Vehicle Maintenance	Batteries & Bulbs	09/29/2016	Bill	31788	-379.99
Ambulance		09/29/2016	Deposit	31789	5,201.67
Clothing Allowance	Logo Lady	09/29/2016	Bill	31792	-24.00
Clothing Allowance	Logo Lady	09/29/2016	Bill	31793	-7.00
Ambulance		09/30/2016	Deposit	31790	2,289.69
Clothing Allowance	Logo Lady	09/30/2016	Bill	31799	-24.00
Clothing Allowance	Logo Lady	09/30/2016	Bill	31800	-12.00
Ambulance		09/30/2016	Deposit	31802	3,782.58
Transparency	McEwan and Comp...	09/30/2016	Bill	31805	-250.00
Transparency	McEwan and Comp...	09/30/2016	Bill	31805	-250.00
Vehicle Maintenance	Cardwell Distributin...	09/30/2016	Bill	31809	-735.31
Vehicle Maintenance	Cardwell Distributin...	09/30/2016	Bill	31810	-394.21
Medical Supplies	Airgas Intermountai...	09/30/2016	Bill	31863	-155.40
Blueline Drug Testin	Blueline Services	09/30/2016	Bill	31873	-50.00
New Employee Dru...	Blueline Services	09/30/2016	Bill	31873	-50.00
Equipment Mainten...	LN Curtis and Sons	09/30/2016	Bill	31877	-1,000.00
Interest Income-Ge...		09/30/2016	Deposit	31879	1,459.08

2:58 PM

10/13/16

Accrual Basis

North Davis Fire District
Custom Transaction Detail Report
September 2016

<u>Account</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Trans #</u>	<u>Amount</u>
Accountant Fees	McEwan and Comp...	09/30/2016	Bill	31891	-1,687.50
Payroll Administration	Wiggins & Co	09/30/2016	Bill	31897	-143.50
Payroll Administration	Wiggins & Co	09/30/2016	Bill	31897	-65.00
Payroll Administration	Wiggins & Co	09/30/2016	Bill	31897	-143.50
Payroll Administration	Wiggins & Co	09/30/2016	Bill	31897	-65.00
Plan Review Fees	Castle Creek Home...	09/30/2016	Sales Rec...	31898	50.00
Sep 16					-32,043.70



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: Approval of North Davis Fire District Financial Report September 2016.

Information: The Financial Reports for September 2016 are included in this packet.

Recommendation: Approve the North Davis Fire District Financial Report for September 2016 as presented or amended.

North Davis Fire District

Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ambulance	253,790.58	961,554.00	-707,763.42	26.4%
EMS Per Capita	0.00	3,000.00	-3,000.00	0.0%
Fee in Lieu	63,564.34	153,000.00	-89,435.66	41.5%
Fire Protection	0.00	1,475.00	-1,475.00	0.0%
Impact Fees	45,208.56	100,000.00	-54,791.44	45.2%
Inspection Fees	570.00	1,000.00	-430.00	57.0%
Interest Income-General Fund	4,841.12	14,000.00	-9,158.88	34.6%
Miscellaneous Service Revenues	25.27	1,500.00	-1,474.73	1.7%
Permit Fees	0.00	1,500.00	-1,500.00	0.0%
Plan Review Fees	1,926.66	3,500.00	-1,573.34	55.0%
Property Taxes	338,440.88	2,321,342.73	-1,982,901.85	14.6%
Total Income	708,367.41	3,561,871.73	-2,853,504.32	19.9%
Gross Profit	708,367.41	3,561,871.73	-2,853,504.32	19.9%
Expense				
Administrative Control Board				
Board of Directors Payroll	6,493.20	25,972.80	-19,479.60	25.0%
Total Administrative Control Board	6,493.20	25,972.80	-19,479.60	25.0%
Administrative Fees	60.00	180.00	-120.00	33.3%
Bank Charges	1,063.00	4,890.00	-3,827.00	21.7%
Clothing Allowance	14,961.37	23,580.00	-8,618.63	63.4%
Collection Contract				
Health Care Finance Assessment	0.00	38,001.60	-38,001.60	0.0%
IRIS Medical	9,823.65	70,428.00	-60,604.35	13.9%
Collection Contract - Other	0.00	0.00	0.00	0.0%
Total Collection Contract	9,823.65	108,429.60	-98,605.95	9.1%
Computer Maintenance & Supply				
Computer Maint & Supply	4,228.00	13,000.00	-8,772.00	32.5%
Computer Other	0.00	0.00	0.00	0.0%
Computer Maintenance & Supply - Other	895.99	11,330.00	-10,434.01	7.9%
Total Computer Maintenance & Supply	5,123.99	24,330.00	-19,206.01	21.1%
Dispatch Services	28,336.00	85,000.00	-56,664.00	33.3%
EA Assistance Program	860.00	2,580.00	-1,720.00	33.3%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	25,847.00	92,988.00	-67,141.00	27.8%
Differential Pay	1,346.17	5,000.06	-3,653.89	26.9%
Extended Overtime	2,388.95			
Hourly Acting Captain	7,482.46	2,500.00	4,982.46	299.3%
Retro Pay	761.69			
Salary	28,022.40			
Sick Leave	6,621.27			
Vacation Leave	22,760.42			
Full Time Employee Wages - Other	255,742.76	1,184,938.73	-929,195.97	21.6%
Total Full Time Employee Wages	350,973.12	1,285,426.79	-934,453.67	27.3%
Part-Time Employee Wages	70,198.69	231,622.29	-161,423.60	30.3%
Total Employees Wages	421,171.81	1,517,049.08	-1,095,877.27	27.8%
Equipment Maintenance & Supply	13,580.90	32,817.00	-19,236.10	41.4%
FICA	34,453.17	124,134.34	-89,681.17	27.8%
Fleet Fund Capital Exp	0.00	57,133.00	-57,133.00	0.0%
Grant Expenses	0.00	0.00	0.00	0.0%
Insurance (Health)				
Dental Insurance	4,117.08			
Insurance (Health) - Other	48,200.60	239,422.78	-191,222.18	20.1%
Total Insurance (Health)	52,317.68	239,422.78	-187,105.10	21.9%

North Davis Fire District

Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun ...	Budget	\$ Over Budget	% of Budget
Lease Obligation-interest	28,659.02	28,659.02	0.00	100.0%
Lease Obligations-principal	108,310.44	108,310.44	0.00	100.0%
Liability Insurance (Risk Manag	32,603.72	56,621.00	-24,017.28	57.6%
Life Insurance	-100.99			
Medical Supplies	1,311.01			
Medical Supplies Expenses				
Backboards	0.00	2,325.00	-2,325.00	0.0%
DOTY Assistance Belt	0.00	850.00	-850.00	0.0%
General Medical Supplies	0.00	0.00	0.00	0.0%
Jump Kits	0.00	2,250.00	-2,250.00	0.0%
Medical Supplies Expenses - Other	8,957.25	35,000.00	-26,042.75	25.6%
Total Medical Supplies Expenses	8,957.25	40,425.00	-31,467.75	22.2%
Misc Services				
Duty Crew Fitness Pass	0.00	500.00	-500.00	0.0%
Firefighter Testing	0.00	8,395.00	-8,395.00	0.0%
New Employee Drug Testing	250.00	300.00	-50.00	83.3%
Other Misc Charges	0.00	2,800.00	-2,800.00	0.0%
Yearly Ambulance License Fees	0.00	1,500.00	-1,500.00	0.0%
Misc Services - Other	0.00	0.00	0.00	0.0%
Total Misc Services	250.00	13,495.00	-13,245.00	1.9%
Misc. Equipment				
Ice Suits	0.00	3,000.00	-3,000.00	0.0%
Turnout Gear Sets	6,463.37	30,000.00	-23,536.63	21.5%
Misc. Equipment - Other	6,058.12	8,100.00	-2,041.88	74.8%
Total Misc. Equipment	12,521.49	41,100.00	-28,578.51	30.5%
Office supply & expenses	1,754.15	9,544.00	-7,789.85	18.4%
Paramedics	5,378.00	43,200.00	-37,822.00	12.4%
Professional Services				
Accountant Fees	3,525.00	22,800.00	-19,275.00	15.5%
Attorney	4,175.00	16,800.00	-12,625.00	24.9%
Auditor	0.00	8,000.00	-8,000.00	0.0%
Blueline Drug Testin	314.60	1,200.00	-885.40	26.2%
Medical Advisor	2,800.00	8,400.00	-5,600.00	33.3%
Payroll Administration	1,416.30	4,800.00	-3,383.70	29.5%
Transparency	500.00	2,500.00	-2,000.00	20.0%
Professional Services - Other	475.00	2,657.00	-2,182.00	17.9%
Total Professional Services	13,205.90	67,157.00	-53,951.10	19.7%
Retirement	56,376.99	225,847.91	-169,470.92	25.0%
Shipping Charges	0.00			
Special Department Allowance	2,053.86	14,410.00	-12,356.14	14.3%
Subscriptions, Memberships	2,264.25	14,224.00	-11,959.75	15.9%
Transfer Out General Fund	0.00	346,805.45	-346,805.45	0.0%
Travel and Training				
Pub Ed Supplies for Clowns	0.00	1,000.00	-1,000.00	0.0%
Travel Per Diem	128.00			
Travel and Training - Other	16,577.59	33,230.00	-16,652.41	49.9%
Total Travel and Training	16,705.59	34,230.00	-17,524.41	48.8%
Ucan Charges (Radio Supply & Ma	918.41	10,900.00	-9,981.59	8.4%
Utilities (Gas,Power,Phones)				
Verizon	4,545.89	18,000.00	-13,454.11	25.3%
Utilities (Gas,Power,Phones) - Other	11,029.99	57,834.64	-46,804.65	19.1%
Total Utilities (Gas,Power,Phones)	15,575.88	75,834.64	-60,258.76	20.5%
Vehicle Maintenance	23,732.22	87,954.00	-64,221.78	27.0%
Workmans Comp	19,502.20	65,500.00	-45,997.80	29.8%
Total Expense	938,224.16	3,529,736.06	-2,591,511.90	26.6%
Net Ordinary Income	-229,856.75	32,135.67	-261,992.42	-715.3%

North Davis Fire District

Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun ...	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
Capital Projects Inc 3				
Capital Projects-Transfer In	0.00	115,994.45	-115,994.45	0.0%
Gain on Sale of Assets	0.00	7,000.00	-7,000.00	0.0%
Interest Income	0.00	8,000.00	-8,000.00	0.0%
Total Capital Projects Inc 3	0.00	130,994.45	-130,994.45	0.0%
Debt Service Inc 2				
Interest Income	0.00	500.00	-500.00	0.0%
Transfers In Debt Service	0.00	230,811.00	-230,811.00	0.0%
Debt Service Inc 2 - Other	0.00	0.00	0.00	0.0%
Total Debt Service Inc 2	0.00	231,311.00	-231,311.00	0.0%
Total Other Income	0.00	362,305.45	-362,305.45	0.0%
Other Expense				
Capital Projects Exp 3				
Equipment	11,154.51	22,225.00	-11,070.49	50.2%
Office Equipment	5,990.00	6,000.00	-10.00	99.8%
Vehicles	38,180.13	420,000.00	-381,819.87	9.1%
Capital Projects Exp 3 - Other	13,002.50	0.00	13,002.50	100.0%
Total Capital Projects Exp 3	68,327.14	448,225.00	-379,897.86	15.2%
Debt Service Exp 2				
Interest Expense	0.00	70,811.00	-70,811.00	0.0%
Principal	0.00	160,000.00	-160,000.00	0.0%
Total Debt Service Exp 2	0.00	230,811.00	-230,811.00	0.0%
Interest Expense	0.00	0.00	0.00	0.0%
Principal Expense	0.00	0.00	0.00	0.0%
Total Other Expense	68,327.14	679,036.00	-610,708.86	10.1%
Net Other Income	-68,327.14	-316,730.55	248,403.41	21.6%
Net Income	-298,183.89	-284,594.88	-13,589.01	104.8%



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: Consideration of Resolution 2016R-9, A Resolution Amending Section 510 of the NDFD Policies and Procedures Manual; Employee Service Awards

Information: Resolution 2016R-9 amends section 510 of the NDFD Policies and Procedures Manual. This amendment will allow the NDFD to recognize firefighters for the number of years they have served in the fire service and not just the number of years they have served the district. This amendment will also allow for "on the spot" recognitions for employees exceeding expectations throughout the year.

Recommendation: Approval of Resolution 2016R-9, A Resolution Amending Section 510 of the NDFD Policies and Procedures Manual; Employee Service Awards.

RESOLUTION NO. 2016R-9

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES AND PROCEDURES MANUAL, SECTION 510, EMPLOYEE SERVICE AWARDS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the North Davis Fire District (“District”) is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the “Act”); and

WHEREAS, The Administrative Control Board (“Board”) adopted the North Davis Fire District Policies on February 17, 2005; and

WHEREAS, it is necessary and desirable for the District to amend its Policies from time to time; and

WHEREAS, the Board has reviewed said amendments to the District’s Policies.

NOW, THEREFORE, BE IT RESOLVED by the Administrative Control Board of the North Davis Fire District, Utah as follows:

SECTION 510: AMENDMENT OF POLICIES

EMPLOYEE SERVICE AWARDS

Policy:

It is the policy of The North Davis Fire District to recognize employee contributions and service to the organization by presenting NDFD employee service awards and Years of Service in Public Safety awards to eligible employees according to the guidelines below.

Procedure:

(1) **NDFD SERVICE AWARD** - All full-time and part-time employees are eligible to receive a NDFD service award upon completion of five years of service and at the end of every additional five years of service. Service does not have to be continuous to count toward service credit for the award.

(2) The service award generally will be presented to the individual at the annual Awards Banquet

(3) The Fire Chief is responsible for identifying the employees who will be honored, ordering the awards, and arranging for appropriate announcements and publication of awards, both internally and externally.

(4) NDFD Employee Service Awards will be based on \$10.00 per year in 5-year increments.

(5) YEARS OF SERVICE IN PUBLIC SAFETY AWARD - The North Davis Fire District will recognize full-time and part-time employees who are eligible to receive a “Years of Service in Public Safety Award”. This service award be given in 5-year increments to any employee who has provided service in the “Public Safety” sector. The years of service to be counted will include all time served in public safety and not just the years employed by the NDFD. Employees receiving the “Years of Service in the Public Safety Award” from the NDFD will be presented with a plaque and \$25 gift-card.

(6) The service award generally will be presented to the individual at the annual Awards Banquet.

(7) Awards will not be given as cash. The District will purchase a gift chosen by the employee. Employees will be given notice in advance of one of the events listed above in paragraph (2) along with the amount they are to receive. The employee will decide on a gift appropriate to the amount of the award, and will communicate the choice to the Fire Chief. Should the employee choose a gift with a value more than the amount allowed, the employee will pay the difference for the item chosen. The Fire Chief will work to accommodate this arrangement. In addition to the above-mentioned gift, the employee will be given a plaque indicating appreciation for the service to the District.

(6) Board members who have served their term will be honored with a letter of thanks, and a plaque at the last meeting of their term.

SECTION 3: EFFECTIVE DATE

Resolution 2016R-9 amending The North Davis Fire District Policies and procedures manual, Section 510, employee service awards will become effective upon passage. **PASSED AND ADOPTED** by the Administrative Control Board of the North Davis Fire District this 20th day of October 2016.

Mark Shepherd, Chairman

ATTEST:

Misty Rogers, District Clerk

EMPLOYEE SERVICE AWARDS

Policy:

It is the policy of The North Davis Fire District to recognize employee contributions and service to the organization by presenting NDFD employee service awards and Years of Service in Public Safety awards to eligible employees according to the guidelines below.

Procedure:

(1) NDFD SERVICE AWARD - All full-time and part-time employees are eligible to receive a NDFD service award upon completion of five years of service and at the end of every additional five years of service. Service does not have to be continuous to count toward service credit for the award.

(2) The service award generally will be presented to the individual at ~~one of the following:~~

~~1. The annual Fire District Steak Fry, or 2. The the annual Holiday Social Awards Banquet.~~

(3) The Fire Chief is responsible for identifying the employees who will be honored, ordering the awards, and arranging for appropriate announcements and publication of awards, both internally and externally.

(4) Awards will be based on \$10.00 per year in 5-year increments.

Examples:

5 years = \$50.00

10 years = \$100.00

15 years = \$150.00

etc.

(5) YEARS OF SERVICE IN PUBLIC SAFETY AWARD - The North Davis Fire District will recognize full-time and part-time employees who are eligible to receive a “Years of Service in Public Safety Award”. This service award be given in 5-year increments to any employee who has provided service in the “Public Safety” sector. The years of service to be counted will include all time served in public safety and not just the years employed by the NDFD. Employees receiving the “Years of Service in the Public Safety Award” from the NDFD will be presented with a plaque and \$25 gift-card.

(6) The service award generally will be presented to the individual at the annual Awards Banquet.

~~(5)~~ (7) Awards will not be given as cash. The District will purchase a gift chosen by the employee. Employees will be given notice in advance of one of the events listed above in paragraph (2) along with the amount they are to receive. The employee will decide on a gift appropriate to the amount of the award, and will communicate the choice to the Fire Chief. Should

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(6) Board members who have served their term will be honored with a letter of thanks, and a plaque at the last meeting of their term.

DRAFT



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: Consideration of Resolution 2016R-10, A Resolution Adopting the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000

Information: Resolution 2016R-10 adopts the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.

Recommendation: Approval of Resolution 2016R-10, A Resolution Adopting the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000.

Because of size of the file for the Natural Hazard Pre-Disaster Mitigation Plan it could not be emailed. A printed copy for review is located in the administration office at:

North Davis Fire District, Station 41
381 North 3150 West
West Point City, UT 84015

For further information about the Natural Hazard Pre-Disaster Mitigation Plan please contact Chief Taylor (801-510-1895).



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

October 20, 2016

Agenda Item: Fire Chief's Report